

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
JUNE 28, 1999**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Monday, June 28, 1999, at 1 p.m. Eastern Daylight Time (EDT) as part of the Fifth NELAC Annual Meeting in Saratoga Springs, NY. The meeting was led by its chair, Dr. Marcia Davies of the U.S. Army Corps of Engineers. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss proposed voting issues and upcoming actions to be addressed during the next year.*

GLOSSARY

The first discussion issue was the glossary. One glossary for the NELAC Standards will reside at the end of Chapter 1. A combined glossary was handed out to participants upon registration. This glossary, with minor changes, will be voted on at this meeting. The glossary should be considered as a living document, and always changing.

The process for combining the glossary definitions was discussed.

Definitions

Specific definitions that were discussed included the following:

The definitions for Good Laboratory Practices (GLPs) and double blind sample were deleted.

There was discussion regarding the definition of Chain of Custody. There are two processes but only one definition for this. After lengthy discussion, the committee decided to truncate the definition to read: “an unbroken trail of accountability that ensures the physical security of samples” and add a reference to Section 5.12.4 at the end of the sentence.

At this point Dr. Davies asked the audience to comment on definitions. It was suggested that the committee remove the word “tribe” from the Accrediting Authority definition and the committee passed this. The Board of Directors plans to decide upon this issue in the future. At the present time, a tribe is not considered an accrediting authority.

It was also requested that a definition of the Clean Water Act be added. It was also suggested that the definition on second source calibration which is referred to in Section 5.9.4.2.1 be added. The committee agreed with the proposed suggestions, but added that the Quality Systems Committee should concur and that this will be added after NELAC V.

At the request of the participants, the committee agreed to add definitions for temporary and mobile facilities under the term laboratory at a later date.

It was suggested that the definition for the term “resume” be truncated so that it reads: “the summary (usually written) of an individual’s relevant technical and management experience, including training.” The committee agreed with this definition.

The committee agreed to edit the NELAC Glossary to reflect modifications in ISO wording in the future.

PROPOSED CHANGES

The Membership and Outreach Committee’s proposed changes to the Constitution and Bylaws were approved without discussion.

There was extensive discussion regarding the addition of the Field Activities Committee and its role and there was concern that the committee may not be able to attract members. Dr. Barton Simmons, chair of the Field Measurements *ad hoc* Committee, addressed these concerns. In his opinion, there appears to be enough interest in the committee and membership should not be an issue. The Program Policy and Structure Committee recommends that the new Field Activities Committee be a standing committee. The committee will not propose any change in wording for the voting session.

The committee discussed the proposed changes to Chapter 1. There were some minor editorial changes to Sections 1.1.3 and 1.6.5.2.3. In addition, the committee changed Section 1.6.2 to reflect changes in the ELAB charter. The new wording will read:

“The Environmental Laboratory Advisory Board (ELAB), chartered under the Federal Advisory Committee Act consists of members appointed by EPA and composed of a balance of non-State, non-Federal representatives, from the environmental laboratory community, and chaired by an ELAB member.”

FUTURE DISCUSSION TOPICS

Future discussion topics that might be addressed include: language changes to accommodate inclusion of the tribes, a minimum list of analytes [i.e., program matrix analyte structure to accommodate Performance Based Measurement Systems (PBMS) structure], small laboratories’ role in NELAC, and expansion of the language in Section 1.1.4 regarding the use of the NELAC logo by identities other than accrediting organizations as discussed in Chapter 4.

Action Items
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Item No.	Action	Date to be Completed
1.	Finalize changes to the Glossary-Tom McAninch	Ongoing

**PARTICIPANTS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
JUNE 28, 1999**

Name	Affiliation	Address
Bouchard, Pauline Chair (absent)	Div of Env Health, MN Dept of Health	T: (612) 215 - 0710 F: (612) 215 - 0979 E: pauline.bouchard@health.state.mn.us
Davies, Marcia (Acting Chair)	US Army Corps of Engineers	T: (402) 697 - 2555 F: (402) 697 - 2595 E: marcia.c.davies@usace.army.mil
Burton, Arthur (absent)	Sequoia Analytical Laboratory	T: (650) 364 - 9600 F: (650) 364 - 2048 E: burton@sequoialabs.com
Clark, Stephen	USEPA/OW	T: (202) 260 - 7159 F: (202) 260 - 4383 E: clark.stephen@epamail.epa.gov
Kimsey, Paul	CA State, Department of Health Services	T: (510) 540 - 2408 F: (510) 540 - 3075 E: pkimsey@dhs.ca.gov
Luna, Roberto (absent)	City of Longmont Water/Waste Water	T: (303) 651 - 8666 F: (303) 682 - 9543 E: colwwtp@lanminds.net
McAninch, Thomas	Eastman Chemical Co.	T: (903) 237 - 5473 F: (903) 237 - 6395 E: twmcan@eastman.com
Moore, Marlene	Advanced Systems Inc.	T: (302) 834 - 9796 F: (302) 995 - 1086 E: mmoore@advancedsys.com
Rosecrance, Ann	Core Laboratories	T: (713) 329 - 7414 F: (713) 895 - 8982 E: arosecrance@corelabcorp.com
Sorbet, Elaine	Louisiana DEQ	T: (225) 765 - 2405 F: (225) 765 - 2408 E: elaines@deq.state.la.us
Reading, Helen (Contractor Support)	Research Triangle Institute	T: (202) 728-2044 F: (202) 728-2095 E: hmr@rti.org